

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice PF-190

For: State and County Offices

Reminder of Policy About Typewritten Checks

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

KCFO recently sent “unmatched paid checks over 30 calendar days old” reports to State and County Offices. This report identifies CCC-184’s that have been cashed, but never recorded in KCFO, CAS as issued by the State or County Office.

In many instances, CCC-184 was canceled in the system “as available” although it was actually mailed to and cashed by the recipient. However, several situations have been identified in which CCC-184's cashed, were typewritten and need to be recorded in the system.

B

Purpose

This notice:

- reminds State and County Offices of the policy about the prohibition of typewritten checks
- advises State and County Offices of the action that shall be taken if a typewritten check has been issued for the AMTA program.

Disposal Date

January 1, 2003

8-12-02

Distribution

State Offices; State Offices relay to County Offices

2 Typewritten Check Policy

A

2-PF Policy

2-PF, subparagraph 43 A, issued on January 6, 2000, specifies that County Offices are **not** authorized to issue typewritten checks.

When it is determined that a payment cannot be issued through PFC's regular payment process, County Offices shall:

- review the nonpayment register to determine the reason PFC payment cannot be issued and take the appropriate corrective action
- follow the provisions of 2-PF, Part 7 to request an authorization code, if the regular payment process has been disabled. The payment shall be issued through the authorized payment process after the authorization code is obtained.

If a condition occurs that prevents the payment from being issued through the regular payment process, and the problem preventing the issuance of the payment cannot be corrected:

- County Offices shall immediately contact the State Office to explain the circumstances surrounding the situation
- State Offices shall:
 - provide guidance on correcting the condition preventing the payment from being issued
 - contact PECD, if additional guidance is needed.

Note: Before issuing 2-PF Amendment 17, this policy was included in 2-PF, subparagraph 181 D, issued on December 1, 1997.

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3 Action

A

County Office Action

If a typewritten check has been issued for the AMTA program, either PFC or MLA, County Offices shall immediately submit the case file to the State Office. The case file shall include all of the documentation outlined in 2-PF, paragraph 198.

B

State Office Action

State Offices shall:

- submit the case file to PECD, **after** it is determined that the case file requirements have been met
 - take whatever action necessary to ensure that County Office personnel understands the policy prohibiting typewritten checks
 - take appropriate action when employees disregard procedure concerning typewritten checks.
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